

**Purpose**

To establish a policy for the relocation of employees who are requested to move to a different geography area.

**Policy**

The Utah Department of Transportation will assist in the relocation costs of employees when they are requested to move to a different location at management's discretion. Management must determine that the move is in the best interest of the Department and it must be approved in writing by the Executive Director.

Employees who apply for positions within UDOT in a different work location will not be eligible for relocation reimbursement.

The relocation reimbursement will be available when the distance between the employee's old residence and new job site has increased at least 50 miles over the distance between the old residence and the old job site.

The employee must agree in writing to repay any relocation expense if, within one year following the relocation the employee terminates employment with the state or transfers to another department.

**Background**

This policy is in compliance with state law and the Division of Finance policies and procedures (FIACCT 05-03.03.)